

07-R-1682

**A SUBSTITUTE RESOLUTION BY
FINANCE AND EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 FOR FC-7669-04 FOR CITYWIDE VENDING AND CONCESSION SERVICES WITH A-ACTION JANITORIAL & VENDING SERVICE, INC., ON BEHALF OF THE OFFICE OF GENERAL SERVICES. THE CONTRACT WILL BE REVENUE GENERATING AND SUCH REVENUES SHALL BE DEPOSITED INTO FUND, ACCOUNT AND CENTER NUMBERS: DEPARTMENT OF AVIATION, 2H01 469101 B00001(RECOVER ERRONEOUS PAYMENTS-REVENUE); OFFICE OF GENERAL SERVICES 1A01 462311 B00001 (GENERAL FUND, FOOD, DRINK AND NOTIONS); DEPARTMENT OF CORRECTIONS 3P02 461007 I11W02BXQNA0 (VENDING MACHINE PROCEEDS-EMPLOYEE REWARDS); DEPARTMENT OF FIRE 3P02 461007 W11T130899999 (VENDING MACHINE PROCEEDS-FIRE HEADQUARTERS VENDING MACHINES); DEPARTMENT OF PARKS, RECREATION & CULTURAL AFFAIRS, BUREAU OF PARKS, 3P02 46101 N24X219QNAO (EMPLOYEE INCENTIVE PROGRAM); BUREAU OF RECREATION, 3P02 462311 N31W02CP9999 (FOOD, DRINK AND NOTIONS-RECREATION ACTIVITIES); BUREAU OF CULTURAL AFFAIRS 3P02 461101 N41X06202QNAO CULTURAL AFFAIRS-GENERAL); DEPARTMENT OF POLICE, (SUNTRUST BANK); BUREAU OF MOTOR TRANSPORT, (ATLANTA CITY EMPLOYEES CREDIT UNION); DEPARTMENT OF PUBIC WORKS, 3P02 461007 M32T13019999 (VENDING MACHINE PROCEEDS-CHESTER AVENUE); 3P02 461007 M32T13029999 (VENDING MACHINE PROCEEDS- CLAIRE DRIVE); 3P02 461007 M32T13049999 (VENDING MACHINE PROCEEDS-MADDOX PARK); 3P02 461007 M32T13099999 (VENDING MACHINE PROCEEDS-LIDDELL); DEPARTMENT OF WATERSHED MANAGEMENT 3P02 461007 Q38T13039999 (VENDING MACHINE PROCEEDS-ENGLEWOOD); 3P02 461007 Q32T13059999(VENDING MACHINE PROCEEDS-R.M. CLAYTON); 3P02 461007 Q32T13079999 (VENDING MACHINE PROCEEDS-UTOY CREEK); 3P02 461007 Q61T13119999 (VENDING MACHINE PROCEEDS-DRINKING WATER); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta did solicit Request for Proposals for FC-7699-04 Citywide Vending Concession Services; and

WHEREAS, on September 20, 2004 the City Council passed Resolution 04-R-1509 authorizing the Mayor or designee to enter into an appropriate contractual agreement with A-Action Janitorial & Vending Service, Inc. for a term of three (3) years; and

WHEREAS, said Agreement contained an option to renew for two (2) additional one year periods; and

WHEREAS, the Chief of the Department of Corrections and the Chief Procurement Officer have recommended that Renewal Agreement No. 1 be executed for a period of one (1) year.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES, that the Mayor be and is hereby authorized to execute Renewal Agreement No. 1, for FC-7669-04, Citywide Vending and Concession Services, with A-Action Janitorial & Vending Service, Inc..

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate contractual agreement to be approved by the City Attorney as to form, for execution by the Mayor.

BE IT FURTHER RESOLVED, that Renewal Agreement No. 1 shall not become binding on the City and the City shall incur no liability or obligation until such agreement has been signed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all revenue generated under said contract shall be deposited into Fund, Account and Center Numbers: Department of Aviation, 2H01 469101 B00001(Recover Erroneous Payments-Revenue); Office of General Services 1A01 462311 B00001 (GENERAL FUND, FOOD, DRINK AND NOTIONS); Department of Corrections 3P02 461007 I11W02BXQNA0 (Vending Machine Proceeds-Employee Rewards); Department of Fire 3P02 461007 W11T130899999 (Vending Machine Proceeds-Fire Headquarters Vending Machines); Department of Parks, Recreation & Cultural Affairs, Bureau of Parks, 3P02 46101 N24X219QNAO (Employee Incentive Program); Bureau of Recreation, 3P02 462311 N31W02CP9999 (Food, Drink and Notions-Recreation Activities); Bureau of Cultural Affairs 3P02 461101 N41X06202QNAO Cultural Affairs-General); Department of Police, (SunTrust Bank); Bureau of Motor Transport, (Atlanta City Employees Credit Union); Department of Public Works, 3P02 461007 M32T13019999 (Vending Machine Proceeds-Chester Avenue); 3P02 461007 M32T13029999 (Vending Machine Proceeds- Claire Drive); 3P02 461007 M32T13049999 (Vending Machine Proceeds-Maddox Park); 3P02 461007 M32T1309999 (Vending Machine Proceeds-Liddell); Department of Watershed Management 3P02 461007 Q38T13039999 (Vending Machine Proceeds-Englewood); 3P02 461007 Q32T13059999(Vending Machine Proceeds-R.M. Clayton); 3P02 461007 Q32T13079999 (Vending Machine Proceeds-Utoy Creek); 3P02 461007 Q61T13119999 (Vending Machine Proceeds-Drinking Water).

**A RESOLUTION BY
FINANCE AND EXECUTIVE COMMITTEE**

07-*R*-1682

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 FOR FC-7669-04 FOR CITYWIDE VENDING AND CONCESSION SERVICES WITH A-ACTION JANITORIAL & VENDING SERVICE, INC., ON BEHALF OF THE OFFICE OF GENERAL SERVICES. THE CONTRACT WILL BE REVENUE GENERATING AND SUCH REVENUES SHALL BE DEPOSITED INTO FUND, ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND), 462311 (FOOD, DRINK, & NOTIONS), B00001 (REVENUE CENTER); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta did solicit Request for Proposals for FC-7699-04 Citywide Vending Concession Services; and

WHEREAS, on September 20, 2004 the City Council passed Resolution 04-R-1509 authorizing the Mayor or designee to enter into an appropriate contractual agreement with A-Action Janitorial & Vending Service, Inc. for a term of three (3) years; and

WHEREAS, said Agreement contained an option to renew for two (2) additional one year periods; and

WHEREAS, the Chief of the Department of Corrections and the Chief Procurement Officer have recommended that Renewal Agreement No. 1 be executed for a period of one (1) year.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES that the Mayor be and is hereby authorized to execute Renewal Agreement No. 1, for FC-7669-04, Citywide Vending and Concession Services, with A-Action Janitorial & Vending Service, Inc..

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate contractual agreement to be approved by the City Attorney as to form, for execution by the Mayor.

BE IT FURTHER RESOLVED, that Renewal Agreement No. 1 shall not become binding on the City and the City shall incur no liability or obligation until such agreement has been signed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all revenue generated under said contract shall be deposited into Fund, Account and Center Number 1A01 (General Fund) 462311(Food, Drink, & Notions) B00001 (Revenue Center).

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

For Legislative Counsel Use Only

_____ Date Received _____ Complete _____ Incomplete (Date returned: _____)

_____ Date of Department Consultation _____ Date of Finance Department Consultation

Commissioner Notified: ____ Yes ____ No If No, Why? _____

Legislation Required

____ Yes ____ No

Legislation Type

____ Resolution _____ Ordinance

Amends the Code

____ Yes ____ No

Blueback Prepared

____ Yes ____ No

Commissioner Signature _____

Council Members Only:

Authority to speak to Subject Matter Attorney ____ Yes ____ No

Authority to speak to Department ____ Yes ____ No

Department Submitting Request: Office of General Services

Person Submitting Request: Perceta Watkins Extension: 6569

Bureau/Division Manager: Mike Williams, Acting Director Extension: 6220

Requesting preliminary meeting with Legislative Counsel attorney? ☐ Yes ☒ No

Subject Matter of the Meeting N/A

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission): 11

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. All non-conforming requests must have Commissioner approval.

Part I: Legislative Request Form:

Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

1. What is the purpose of this legislation? (check one)

- ☐ Accept a grant or donation
- ☐ Amend budget
- ☐ Amend Code of Ordinances
- ☐ Amend Contract
- ☐ Anticipate funds
- ☐ Appropriate funds
- ☐ Apply for a grant or donation
- ☒ Authorize/renew Contract
- ☐ Fines/penalties
- ☐ Human Resources related
- ☐ Make a purchase
- ☐ New project
- ☐ Procuring goods
- ☐ Procuring services
- ☐ Other, please explain

Expiration date of contract: The base term ends on December 3, 2007

Contract Term (months/yr): Renewal No. 1 for a term of one year with an option to renew for one additional year.

2. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).

Per Sec. 2-1608 Council authorization is required; Notwithstanding any other provision in this article, the chief procurement officer shall not procure, acquire, sell, dispose of, lease, or use any supplies, services, construction items, or professional and consultant services,

3. If there is an existing process, will this legislation impact that process? How?

No

4. Please explain and estimate any financial impact on the City or your Department.

- ☐ Will the City need to appropriate or transfer funds to accomplish this purpose?
NO
- ☐ Has this purpose already been set forth in the budget?
NO
- ☐ Will there be a fee or charge assessed by the City? NO
 - o If so, how much? N/A
 - o How was the fee or charge determined?

What FAC #'s are needed for this legislation? Also, please provide the associated amounts.

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

- How was the fee or charge determined?

What FAC #'s are needed for this legislation? Also, please provide the associated amounts.
Funds will be deposited into the commission fund 1A01 462311 B0001

Is a grant required for this legislation? ☐ Yes ☒ No

If so, is a matching grant required? ☐ Yes ☒ No

☐ Will there be an increase or decrease in personnel? NO

- Has HR been made aware of the need for personnel changes? ☐ Yes ☒ No
If so, who is the contact person? at extension

- Will positions be created or abolished? N/A

☐ Will additional resources be required to achieve this purpose? N/A

- If yes, what are those resources?

- Has the Department estimated the cost of those resources?

☐ Will revenue be generated for the City? Yes

5. **If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).**

04-R-1509

- 6 **Is this a computer/technology purchase?** ☐ Yes ☒ No

If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to Legislative counsel or via inter-office mail to: Legislative Counsel, Suite 4100, and Law Department.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

A-Action Janitorial & Vending Services, Inc. has and is presently working as a contractor for the Office of General Services. During the base term of three (3) years; they have constantly exhibited and promoted a strong work ethic within their company. Their company has provided consistent service and has satisfied all the terms and conditions of the original contract.

2. Please provide background information regarding this legislation.

The purpose of this legislation is to have a contractor operate and maintain vending/soft-drink, coin-operated machines, and change machines for use by employers and the general public.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Service
- (b) **Source Selection:** Sealed Bid
- (c) **Bids/Proposals Due:** April 14, 2004
- (d) **Invitations Issued:** 101
- (e) **Number of Bids:** 1
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** Renewal term for one year with the option to renew for one additional year.

(I) Fund Account Center: 1A01 462311 B0001 (Commission Fund)

5. Source of Funds: *Example: Local Assistance Grant:*

6. Fiscal Impact:

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: .N/A

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Perceta Watkins



OFFICE OF ATLANTA
PROCUREMENT

07 MAY 18 PM 3: 18

CITY OF ATLANTA

SUITE 1225

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6225 Fax: (404) 658-7787

Internet Home Page: www.atlantaga.gov

OFFICE OF THE MAYOR

Chief Operating Officer

Lynnette W. Young

OFFICE OF GENERAL SERVICES

Acting Director

Mike Williams

Shirley Franklin

Mayor

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Mike Williams, Acting Director *MW*
Office of General Services

DATE: May 11, 2007

RE: Renewal Agreement For
FC-7669-04, Citywide Vending and Concession Services

Please prepare appropriate legislation exercising renewal option #1 for the above referenced contract with **A-Action Janitorial, Inc.** for the period **December 4, 2007 to December 4, 2008**. All contract terms, conditions, stipulations of the original contract shall remain the same.

Thank you for your assistance in this matter.

c: Mimie Woods, Contracting Officer

File

Committee of Purview

Finance Executive Committee

Caption:

Council Meeting Date:

June 26, 2007

Legislation Title:

A resolution authorizing the Mayor to enter into a Renewal No. 1 contractual agreement with A-Action Janitorial & Vending Services, Inc. for FC-7669-04, Citywide Vending and Concession Services on behalf of Office of General Services.

Requesting Department:

Office of General Services

Contract Type:

Concession Services

Source Selection:

Sealed Bid

Bids/Proposals Due:

April 14, 2004

Invitations Issued:

101

Bids/Proposals Received:

1

Bidder/Proponents:

A-Action Janitorial & Vending Services, Inc.

Justification Statement:

A-Action Janitorial & Vending Services, Inc. has and is presently working as a contractor for the Office of General Services. During the base term of three (3) years; they have constantly exhibited and promoted a strong work ethic within their company. Their company has provided consistent service and has satisfied all the terms and conditions of the original contract.

Background:

The bidder is responsible for operating and maintaining vending/soft-drink, coin-operated machines, and change machines for use by employers and the general public.

Fund Account Center:

1A01 462311 B0001 (Commission Fund)

Fiscal Impact (if any):

Revenue Generating

Term of Contract:

Renewal No. 1 term will be for one (1) year with the option to renew for one (1) additional year at the sole discretion of the City.

Method of Cost Recovery:

Not Applicable

Approvals:

DOF:

Approved

DOL:

Approved

Prepared By:

Ms. Mimie L. Woods, Contracting Officer on behalf of
Mr. Sean Holloway
(404) 330-6271

Contract Number:

FC-7669-04

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Perceta Watkins

Contact Number: (404) 330-6569

Originating Department: Office of General Services

Committee(s) of Purview: Finance and Executive Committee

Chief of Staff Deadline: August 13, 2007

Anticipated Committee Meeting Date(s): August 29, 2007

Anticipated Full Council Date: September 4, 2007

Legislative Counsel's Signature: Terry Grandison

Commissioner Signature: Mike Williams / RB

Chief Procurement Officer Signature: Adam Smith

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 FOR FC-7669-04 FOR CITYWIDE VENDING AND CONCESSION SERVICES WITH A-ACTION JANITORIAL & VENDING SERVICE, INC., ON BEHALF OF THE OFFICE OF GENERAL SERVICES. THE CONTRACT WILL BE REVENUE GENERATING AND SUCH REVENUES SHALL BE DEPOSITED INTO FUND, ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND), 462311 (FOOD, DRINK, & NOTIONS), B00001 (REVENUE CENTER); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any)

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 7.25.07 Reviewed by: jm 8/6/07
(date) (date)

Submitted to Council: _____
(date)